

8340

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

06/15/05

Revised

TITLE: ASSISTANT CITY MANAGER/CHIEF FINANCIAL OFFICER

DEFINITION

Under general direction, to plan, organize and direct centralized accounting and financial administration programs; to provide administrative direction to other centralized services such as purchasing and stores, printing, budget and program analyses; to serve as City Controller, City Treasurer and Risk Manager; and to do related work as required.

REPORTS TO: City Manager

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the City Manager. Exercises general direction over professional, para-professional and administrative support staff.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- Assist and participate in the development and implementation goals, objectives, policies and priorities.
- Direct the general accounting activities of the municipality including the maintenance of general ledgers and related subsidiary records.
- Prepare financial reports reflecting the financial status of the various departments of the municipality including purchasing and store operations, utility billing and printing.
- Develop and maintain internal accounting controls.
- Plan, develop, implement and administer the cash management and investment program.
- Administer the City's insurance program.
- Assist the City Manager in preparation of the annual operating capital improvement budget.
- Forecast City revenues, expenditures and year-end balances.
- Coordinate and conduct municipal bond sales.
- Respond to requests for information, reports or action from the City Manager, City Council, Department Heads, news media and citizens regarding fiscal matters.
- Prepare special financial reports, studies and analyses.
- Direct preparation of the annual financial report, State Controller report and other reports required by law.
- Coordinate Finance activities with the City Departments and outside agencies.
- Supervise, train and evaluate subordinate professional and administrative support staff.
- Serve as Acting City Manager as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices and methods of modern accounting and auditing.
- Principles and practices of financial administration including budgeting and reporting.
- Modern office practices, procedures, methods and equipment.
- Modern principles and practices in purchasing and stores, treasury management, risk management, printing operations and word processing.
- Application of data processing in the maintenance of accounting records and financial administration.
- Municipal debt administration.
- Budget preparation, program analyses and revenue forecasting.
- Principles and practices of organization, administration, budget and personnel management.

Ability to:

- Develop, revise and install accounting systems and procedures.
- Prepare varied financial statements, reports and analyses.
- Plan, organize and supervise a large complex operation.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor's Degree from an accredited college or university with major course work in accounting, business or economics.

Experience: Ten years' experience of a progressively responsible nature in accounting and financial work including considerable administrative experience.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Assistant City Manager/Chief Financial Officer

TO: City Manager